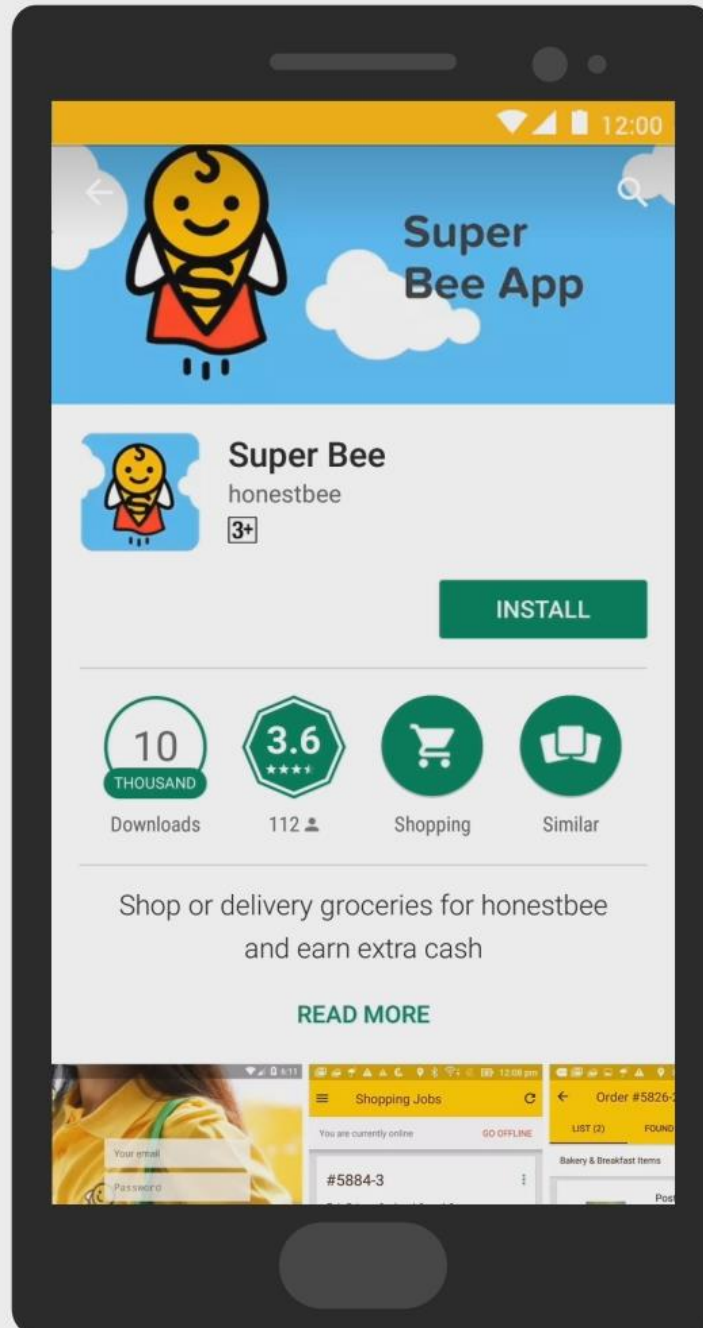
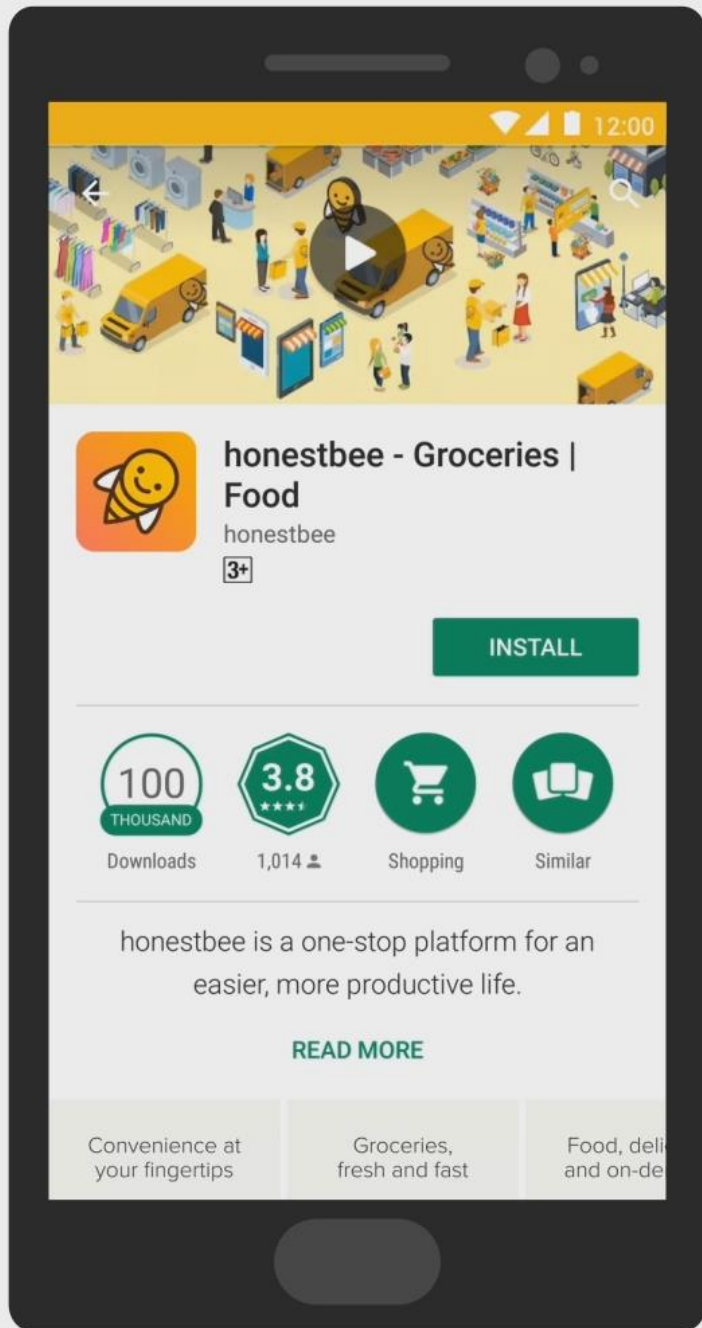




**FOOD PARTNERS  
SUPERBEE APP MANUAL**

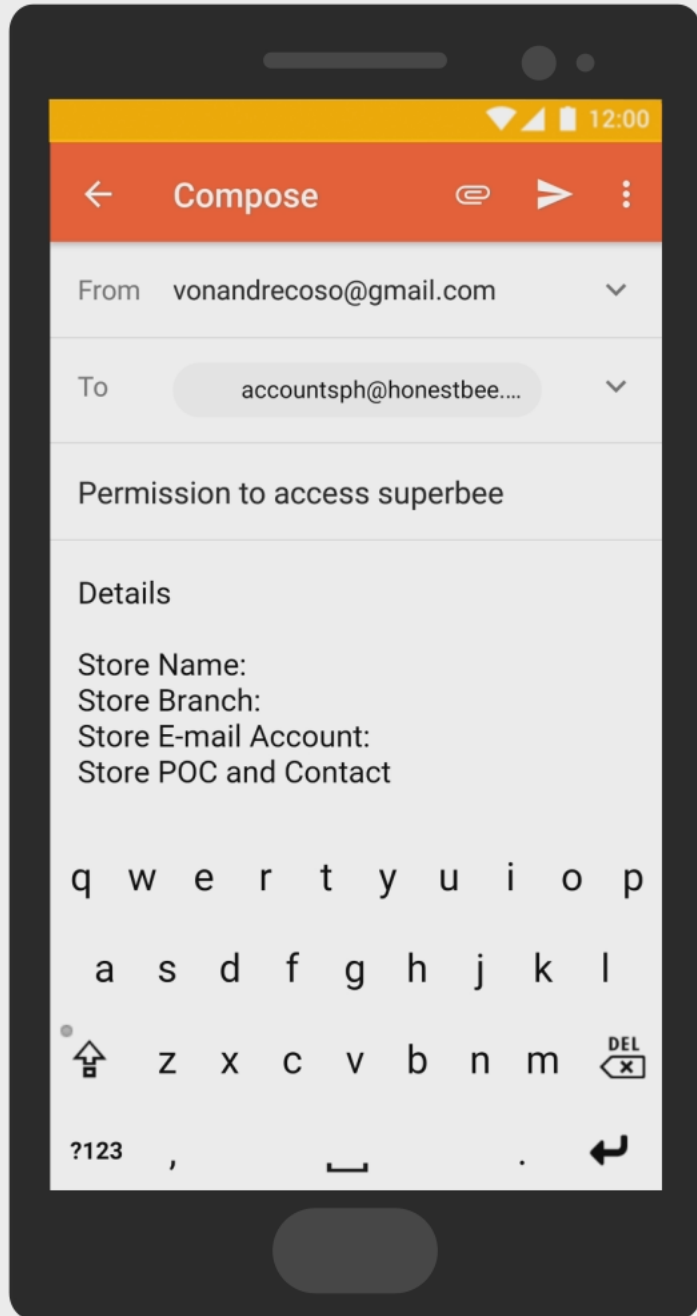


**DOWNLOAD THE**  
**HONESTBEE AND**  
**SUPERBEE APPS**

The image shows the "Create account" screen of the Honestbee app. It has a clean, white background with a yellow header bar. The form includes fields for "First name" (filled with "Von Karlo"), "Last name" (filled with "Andreoso"), and "Email address" (filled with "vonandreoso@gm"). There is a "Set a password" field with an eye icon for toggling visibility. Below the fields is a checkbox labeled "I accept the Terms of Use and Privacy Policy". A prominent green "SIGN UP" button is centered below the checkbox. At the bottom, a virtual keyboard is visible, and a "Next" button is located at the bottom right. The top status bar shows the time as 12:00.

## SIGN UP WITH YOUR EMAIL ON THE HONESTBEE APP

You need to sign-up first  
on the honestbee app.

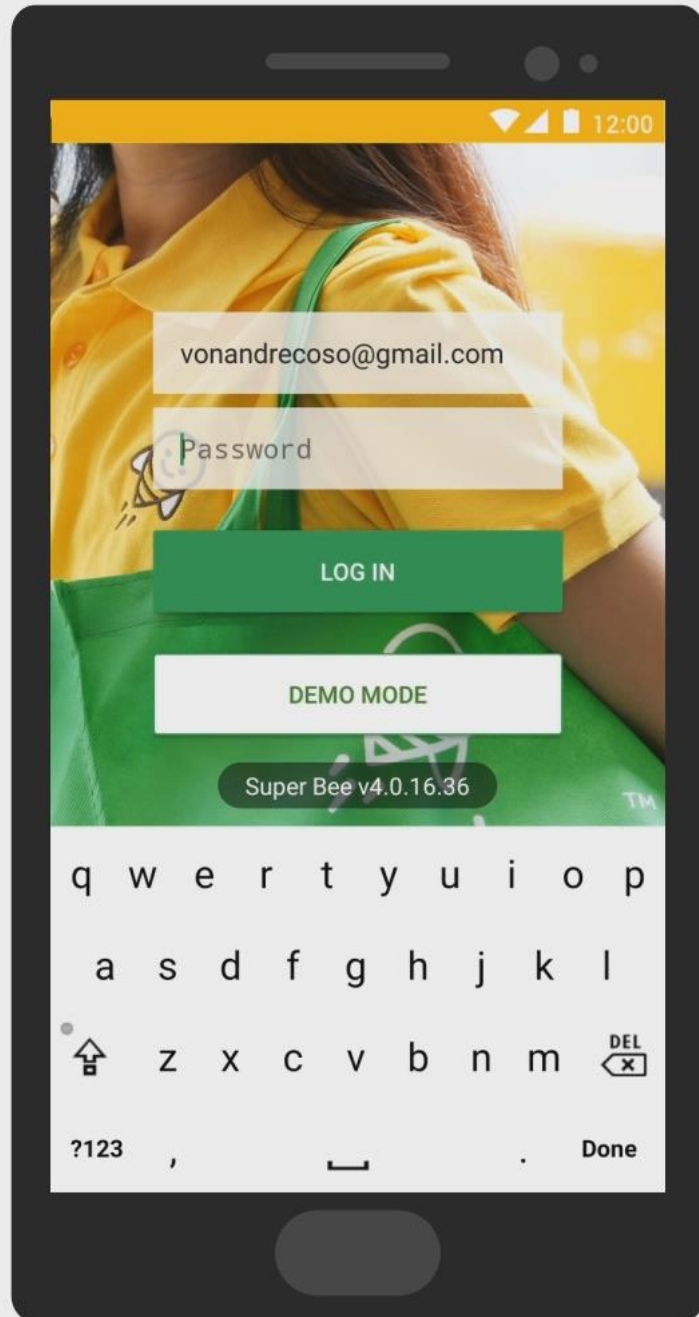


## EMAIL YOUR DETAILS TO

**ACCOUNTS@HONESTBEE.COM**

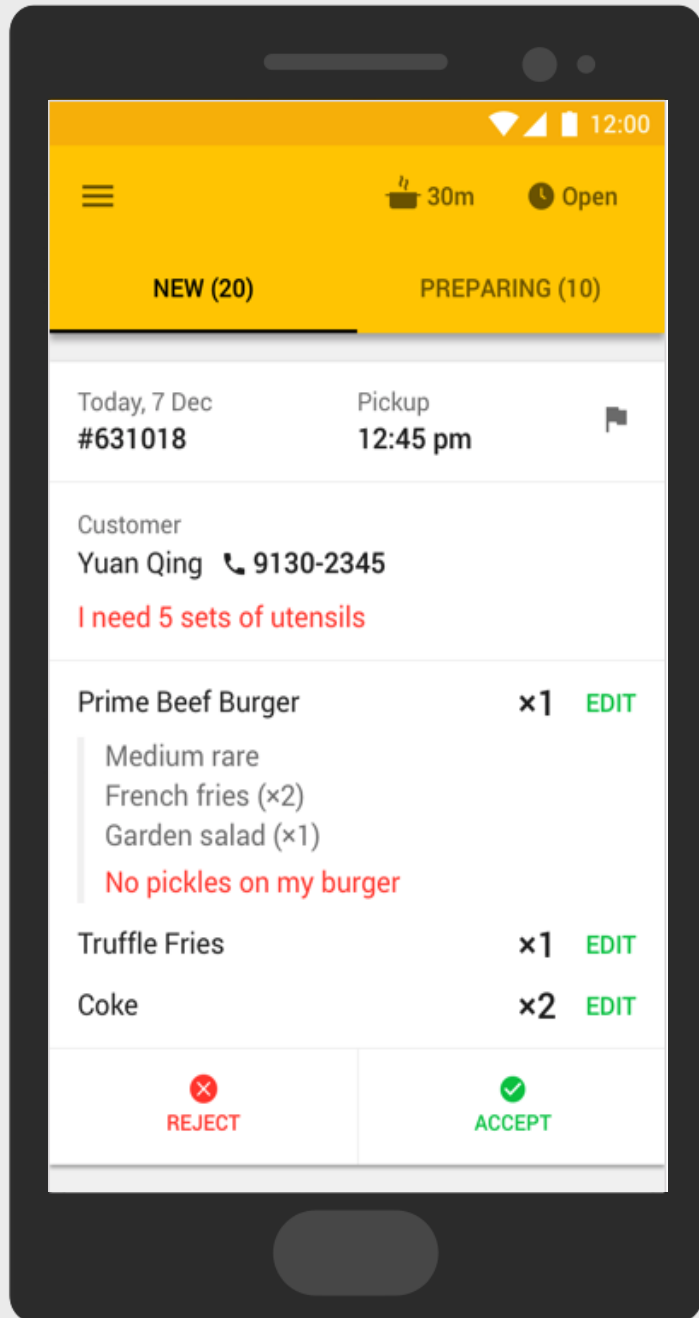
After signing up on the honestbee app, email honestbee your merchant details for verification and access to the superbee app. Include the following:

- Store name
- Store Branch
- Store e-mail address
- Store point of contact and contact number



# LOG IN TO THE SUPERBEE APP

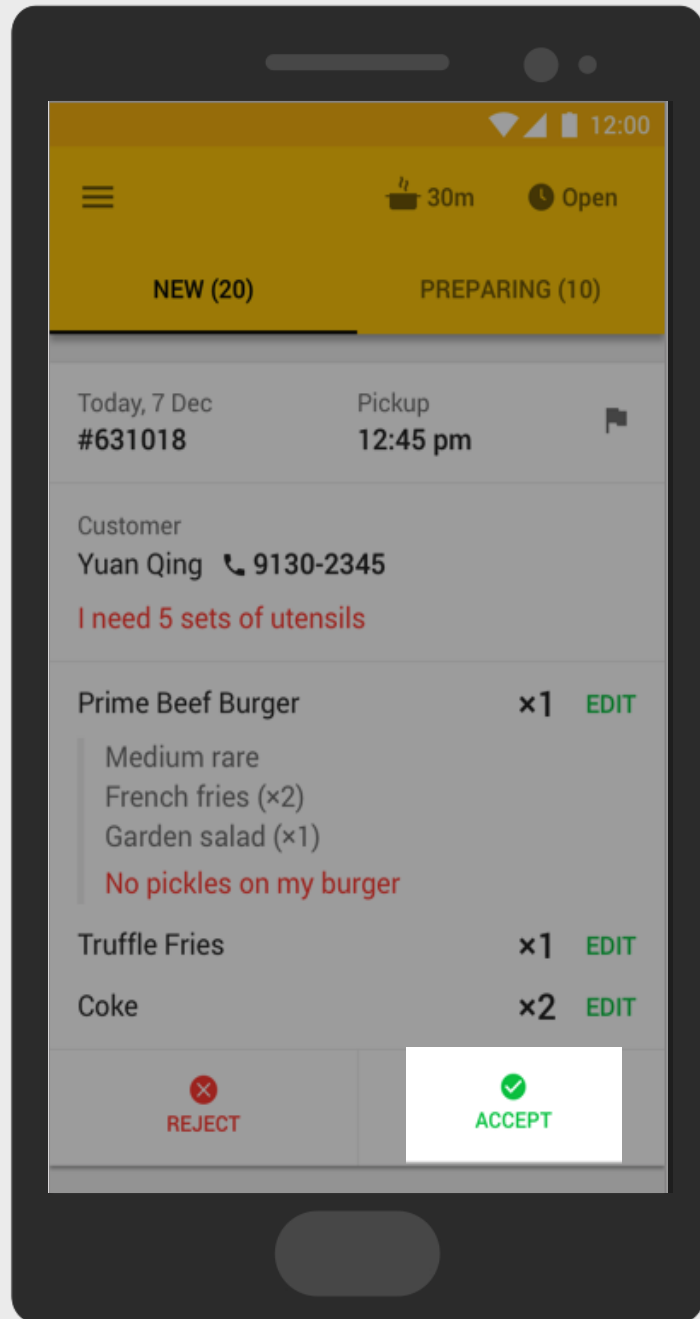
After the email verification, you can now log-in to the superbbee app.



# VIEW ORDERS

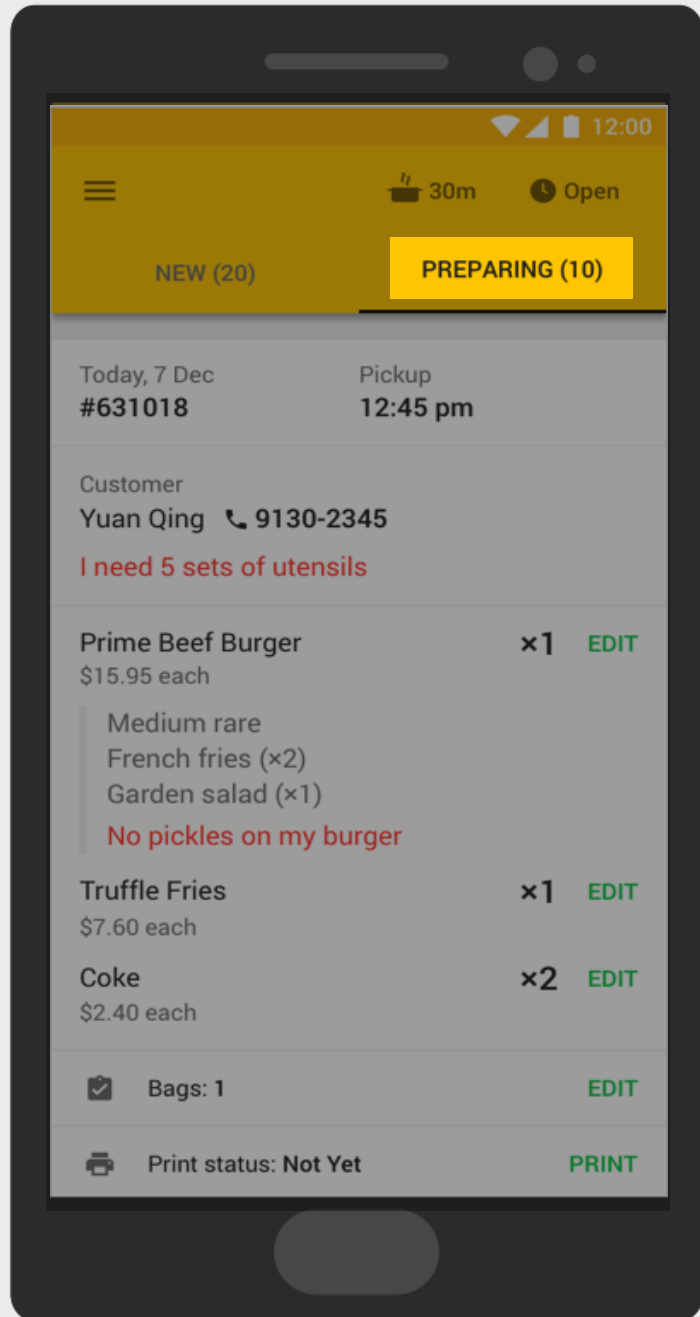
You will see the dashboard upon logging in, this is where you can view and process your orders.

Under the “**NEW**” tab, orders are sorted by pick-up time.



# ACCEPT ORDERS

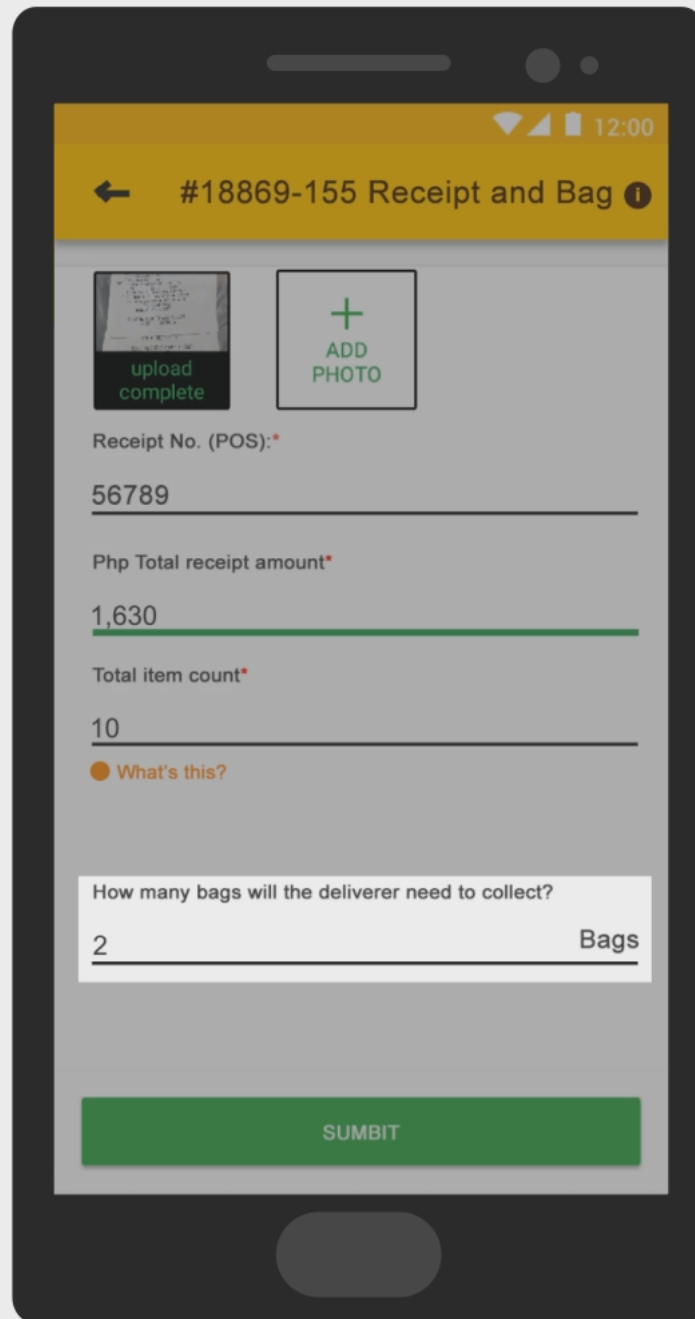
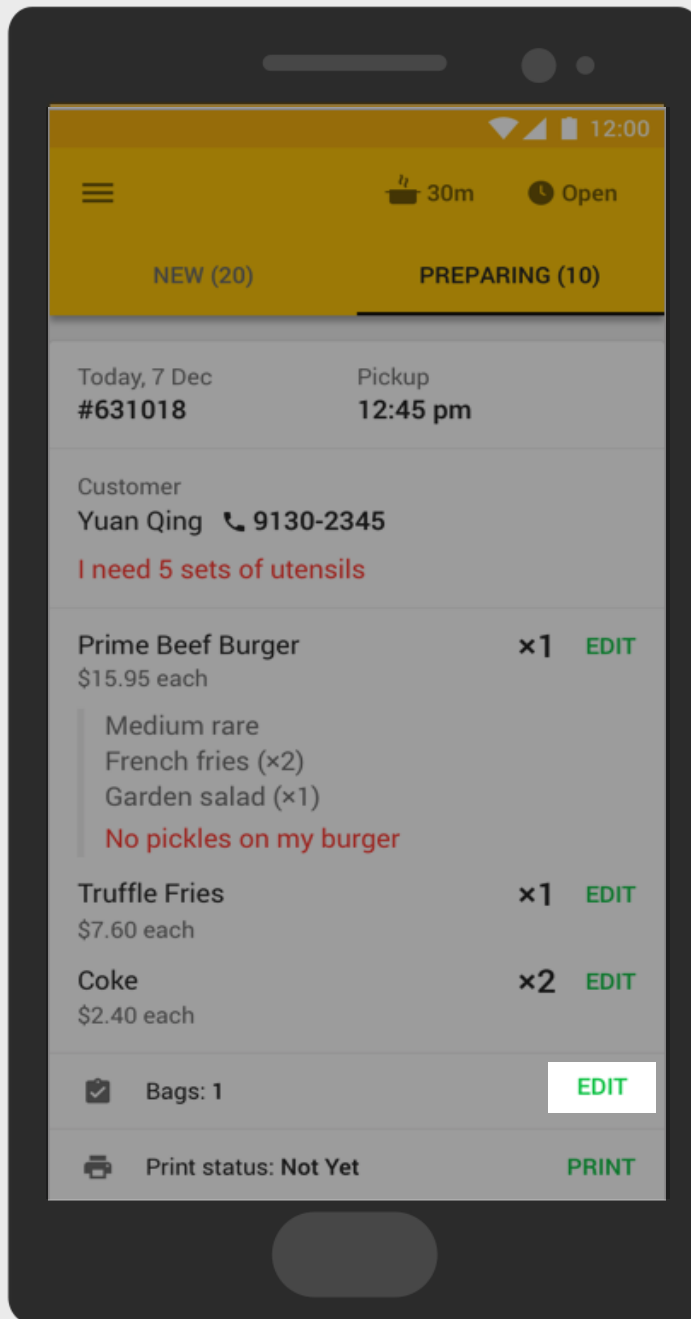
Click on “**ACCEPT**” tab if the orders listed are available.



# PREPARE THE ITEMS

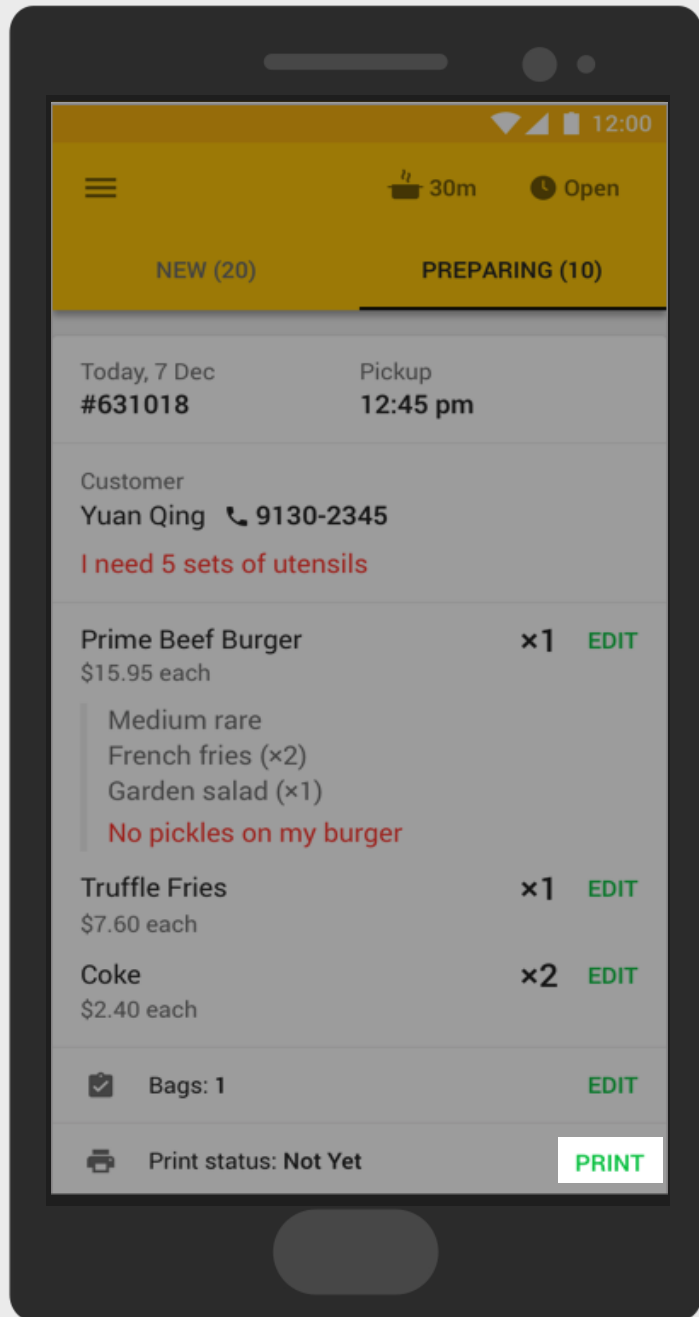
After clicking on “Accept,” orders will be moved to the “**PREPARE**” tab. This is where you will see special requests or notes from your customers for their food.





# EDIT THE BAGS

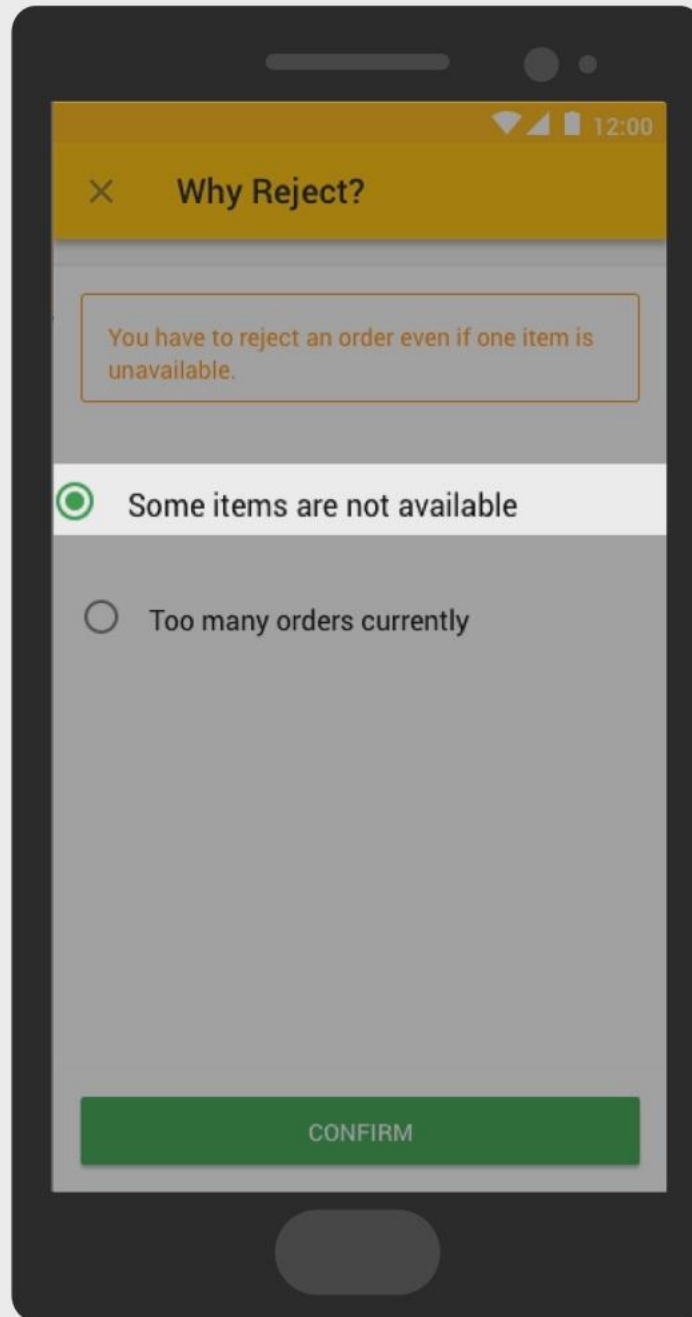
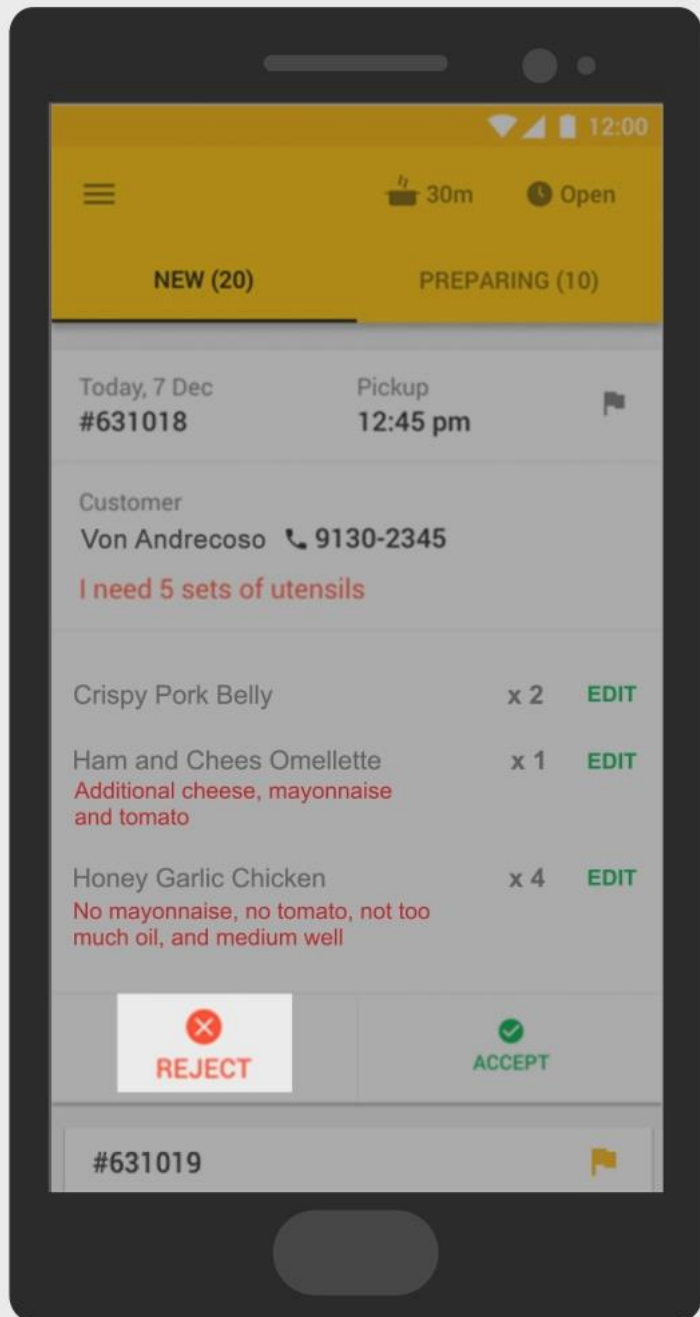
To update the number of delivery bags needed, click on “**EDIT BAGS.**”



# PRINT RECORD

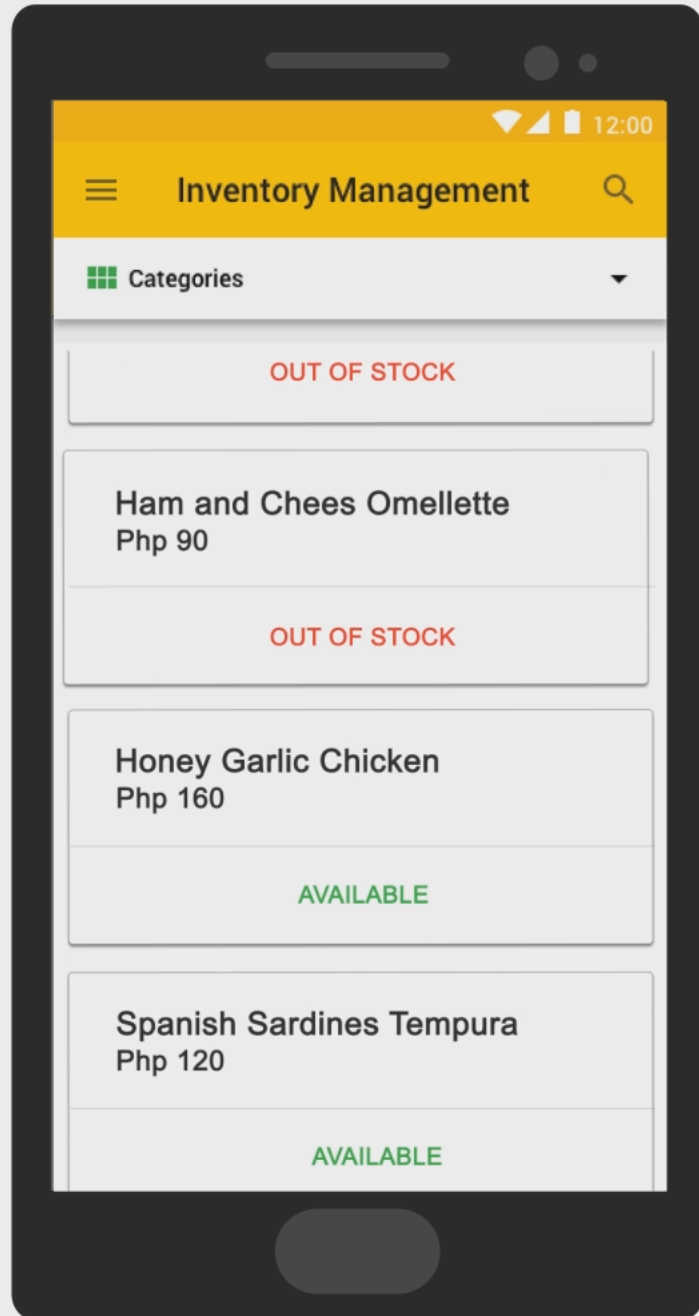
You can print the receipt under  
**“PRINT ORDER.”**

After all these, wait for the honestbee delivery guy to pick-up the order and to have it delivered to your customer.



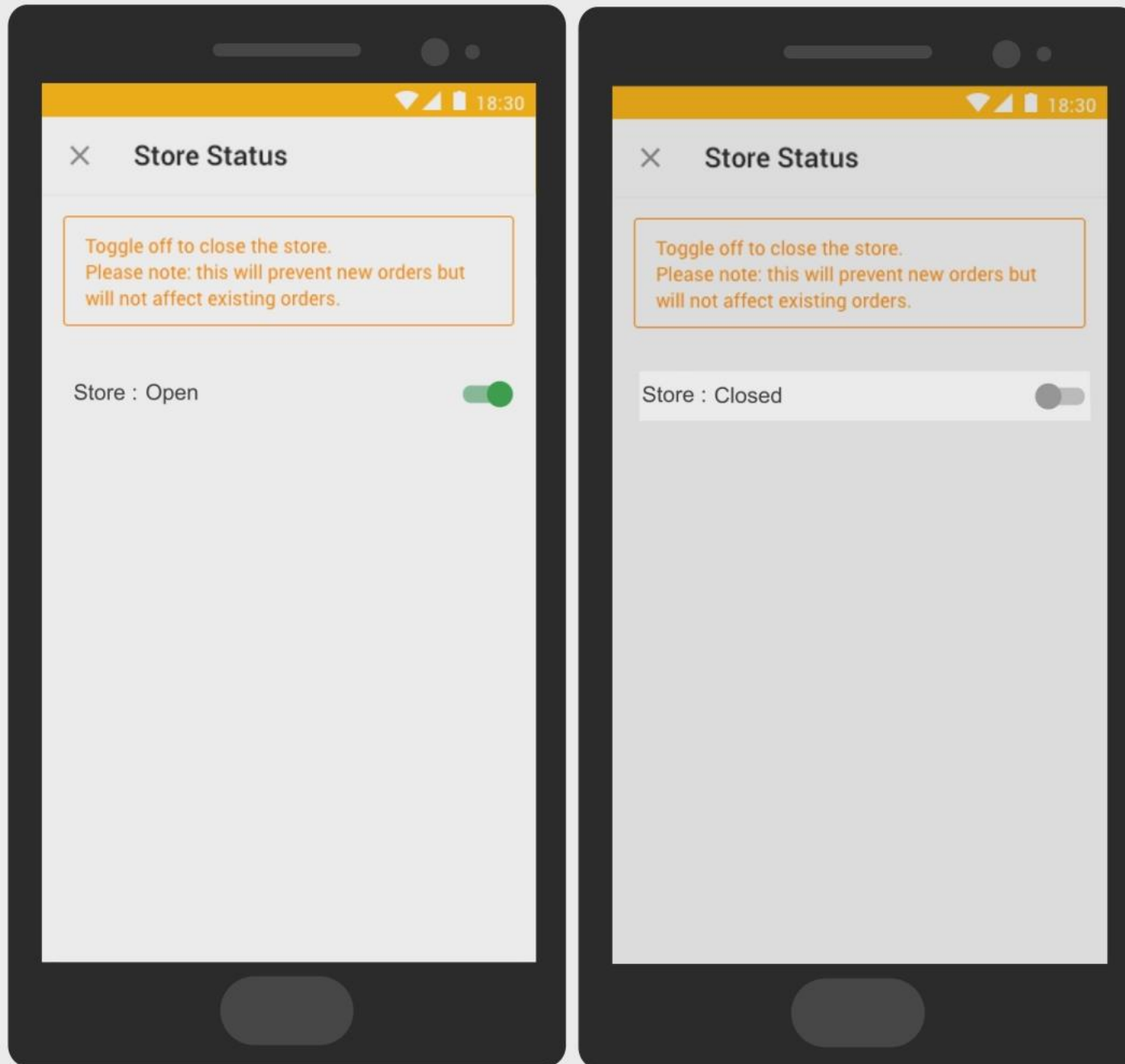
# CANCEL THE ORDER

But what if customer's order is not available? You just need to click on "**REJECT**" and choose a reason why you cannot accept the order.



# UPDATE YOUR INVENTORY

Upon order cancellation, you will be redirected to inventory management to update your menu. Tag items as “**OUT OF STOCK**” if they are no longer available for the day. Updates will reflect real time.

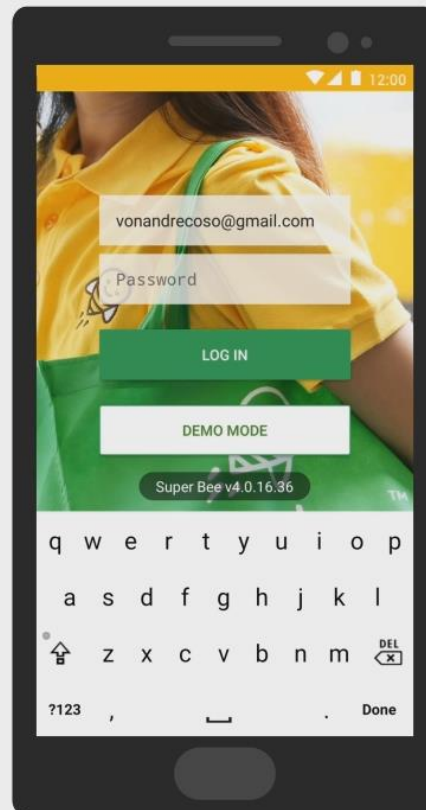


## UPDATE YOUR STORE OPERATING HOURS

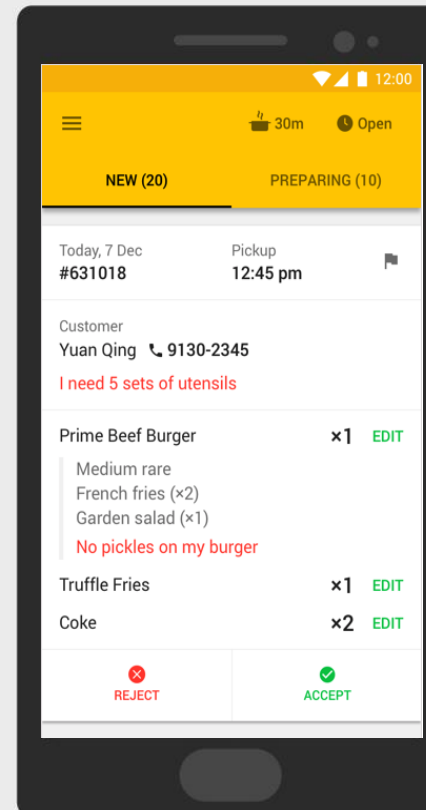
Close your online store if you will no longer accept new orders. This, however, will not affect existing orders.

With Honestbee, order management and food delivery is as easy as 1- 2-3.

LOG IN



ACCEPT



DELIVER

